

## CEU Online Request to Award Maine State Library CEU Credits

Please fill in as completely as possible. All items are required to be filled in except instructor items when not applicable.

### Three Steps CEU Request

1. Submit Online CEU Request ([http://www.maine.gov/msl/for\\_libs/ceu\\_form.htm](http://www.maine.gov/msl/for_libs/ceu_form.htm)) or PDF to print for mail or fax submission
2. Send a copy of the brochure and program schedule as an attachment in email, fax, or US mail
3. Keep a dated copy for your own records

<b>Program Title:</b>		
<b>Program Coordinator:</b>		<b>Tel:</b>
<b>Mailing Address:</b>		
<b>Email Address:</b>		
<b>Instructor's Name (s) (If different from above)</b>		<b>Tel:</b>
<b>Date of Program:</b>		
<b>Number of Contact Hours Requesting*:</b>		
<b>Brief Description of Program:</b>		

\*Note: 10 contact hours=1 CEU, partial CEUs can be offered for programs that do not equal a full 10 hours of contact time (i.e.3 CEUs for a 3 hour program).

**Submitted by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

As noted in the guidelines, a copy of the brochure and program schedule must accompany this form.

Mail completed forms to:  
MSL CEU Request  
Learning and Technology Services  
Maine State Library  
64 State House Station  
Augusta, ME 04333-0064